



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** Principal Deputy National Intelligence Officer for East Asia

**Position Number:** PA974

**Position Grade:** GS-15

**Salary Range:** \$148,484 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 02/28/2022 – 3/29/2022

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/MI/NIC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade as the advertised positions grade may apply.



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

The National Intelligence Council (NIC) consists of the most senior intelligence analysts supporting the Director of National Intelligence (DNI) in carrying out responsibilities as the head of the Intelligence Community (IC) and as the principal adviser to the President for intelligence matters related to national security. The NIC produces a variety of all-source, IC coordinated intelligence reports, including its flagship product, the National Intelligence Estimate, which represents the Intelligence Community's most authoritative statement on a key national security issue.

## Major Duties and Responsibilities (MDRs)

Lead the Intelligence Community's (IC) production of strategic analyses on issues of importance to United States (US) interests regarding a range of East Asia-related issues and advise the Director of National Intelligence (DNI) on key developments.

Lead and oversee the preparation, production, and coordination of National Intelligence Estimates and other community-coordinated papers (Intelligence Community Assessments and Sense of the Community Memoranda).

Provide expert analytical assessments to the DNI regarding a range of East

Asia-related issues, including Southeast Asia, China, or Japan.

Lead, plan, and oversee the preparation of background papers and briefing books for the DNI's participation in National Security Council, Cabinet meetings, and other senior-level policymaking meetings.

Provide strategic guidance, direction, and leadership to establish national intelligence collection and analysis priorities, and in doing so identify critical intelligence gaps and support collection initiatives based on customer needs and analytic requirements.



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Lead, plan, and facilitate community sessions attended by IC specialists and non-US Government subject matter experts to address major events and trends and represent the IC, DNI, National Intelligence Council (NIC), and the National Intelligence Officers (NIO) in the sessions.

Lead and oversee the preparation of correspondence and/or products in response to congressional tasking, including testimony, talking points, and statements for the record for the DNI and senior DNI staff.

Brief senior IC members, policymakers, military decision makers, members of Congress, and other major stakeholders on a range of East Asia-related issues.

Review and analyze IC analytic components' research and production plans on a range of East Asia-related issues, identify redundancies and gaps, direct strategies to address gaps, and advise the DNI on gaps and shortfalls in analytic capabilities across the IC.

Establish and foster liaison relationships with IC analysts, analytic managers, and collection managers as well as academia, the business community, and other non-government subject matter experts to ensure the IC has a comprehensive understanding of emerging trends regarding East Asia-related issues.

Support and/or act for the NIO on East Asia-related issues.

Lead, manage, and direct a professional level staff, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities; manage contracting staff and oversee and manage the NIO/East Asia Program of Analysis and budget.

Develop and maintain working relationships with senior ODNI officials and, as necessary, principals throughout the intelligence and policy communities; identify issues and developments with internal and external peers, communicating regularly to exchange subject information.

## **Mandatory and Educational Requirements**

Expertise on East Asia and a deep understanding of relevant US foreign policy priorities; proven ability to synthesize complex issues involving East Asia-related topics for senior policymakers.

Expert knowledge of the IC's analytic and collection communities and missions regarding East Asia sufficient to lead the IC's analytic production and identify collection requirements and gaps.

Superior interpersonal, organizational, and management skills and an expert ability to conceptualize and effectively lead complex analytic projects and promote consensus building across the IC when analytic views differ across agencies.

Superior oral and written communications skills, including an expert ability to communicate effectively with people at all levels of the IC, deliver effective oral presentations, prepare finished intelligence assessments and other written products with emphasis on clear organization and logical presentation, and represent the NIC in interagency meetings.

Expertise working with all parts of the IC in order to shape analytic production and encourage sound tradecraft.

Expert knowledge of collection requirements and proven experience driving collection and identifying collection gaps.



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LEADING INTELLIGENCE INTEGRATION

Expert ability to prioritize and manage multiple short-term and longer-term tasks and projects and perform senior staff functions as required.

Expert knowledge of and superior ability to apply research capabilities and analytic, diagnostic, and qualitative techniques in order to produce authoritative finished intelligence products; expert ability to employ new methodological approaches to analyze information.

## Desired Requirements

Proficiency at Reading level 3 is desired in any of the following languages: Chinese (Mandarin); Japanese; and Indonesian.

A selected candidate who has the desired foreign language capability may qualify for language use pay in the ODNI if he or she has current test scores at the minimum proficiency levels in each modality as specified. If qualified, the ODNI will provide language use pay at the rate applicable to the parent agency.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:



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**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

**Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **POSITION NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either DNI-HR-HRM-TEAMD-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

**All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3663.



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## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**